

Planning Your ELPA Online Pilot Schedule Spring 2011

IMPORTANT NOTICE

It is very important that you plan your testing schedule carefully in advance of the start of testing to ensure the success of the ELPA Online Pilot and to minimize the testing times on students, teachers, and the school.

In order to ensure adequate customer support during the ELPA Online Pilot testing period, all participating schools and districts must submit their testing schedules to OEAA no later than Friday March 4, 2011. Schools unable to meet this deadline will be removed from participation in the pilot.

Details and templates to help you schedule your online test sessions will be discussed in greater detail during the DTC, DITC, STC, and SITC training on February 7 and 8, 2011.

Scheduling worksheets must be submitted electronically to Jen Paul at paulj@michigan.gov.

View an Excel version of the template [HERE](#).

SCHEDULE PLANNING

The dates, times, and locations of your school's testing sessions will be determined by the following factors at your school:

- Number of students who will be testing online
- Different ELPA Levels of the students to be tested (i.e. Levels III, IV, or V)
- Number of networked computers available for testing
- Location of the computers and the number of computers in each location
- Availability of the locations of the computers on the day of testing
- Number of qualified staff to administer the four domains of the ELPA test: Listening, Reading, Writing, and administer and score the Speaking test

There are 4 main phases you will need to plan for in your schedule:

- **Workstation Readiness Testing:** In advance of testing, the School Information Technology Coordinator (SITC) will need to prepare the network and each computer for testing. The average time to setup the lab will be approximately 30 minutes to configure the network, and 15-30 minutes to check that each workstation is ready for testing. (*See the Test Coordinators Manual for more information on Workstation Readiness requirements.*)
- **Practice Testing:** All students will need to take a Practice test online before the start of the ELPA test. The Practice Test will take between 30-45 minutes to administer.
- **ELPA Section Tests:** The Listening, Reading, and Writing test sections can be administered to a group of students at the same time in the same location. For the Speaking Test, individual test sessions are needed for each student since the test is administered in a one-on-one setting with the student and a test administrator. Since the tests are not timed, you will have to decide the length of time you need to block out for each session.
- **Make-up Testing:** For students who are absent on the scheduled day(s) of testing, you will need to schedule times for the students to take the test(s) online at a later time.

To illustrate the different situations that may exist at different schools, three different scheduling models are presented below. If you need additional assistance in planning your schedule, please call Questar Customer Support at 877-560-8378, select 5 for ELPA.

SAMPLE SCHOOL SCHEDULE 1 – More computers than number s to be tested online

In this example, “Wilson High School” has 10 networked computers available for testing, and all of the computers are located in the same Lab, called Library Lab. There are 5 Level V students who need to be tested.

Workstation Readiness Testing: The SITC and STC schedule the computer network and workstation readiness testing 2 weeks before testing to be sure everything is ready for testing. They will need up to one hour for the network setup, and approximately 30 minutes to check each workstation. In this case, they choose to do the setup all in one day.

Practice Testing: The School Testing Coordinator (STC) schedules the Practice Test on the Friday 3/4/11 before the official ELPA test window open on Monday 3/7/11. Since there are enough computers to test the students as a group, one session will be needed to administer the Practice Test to the group of 5 students.

Listening, Reading, Writing Testing: The STC schedules 3 testing sessions on different days for the Listening, Reading, and Writing test sections, and will test all students in a group in the Library Lab on each of the 3 days.

Speaking Testing: Since the Speaking Test is administered in a one-on-one session with a single student and the Test Administrator, the school will need to schedule 5 individual testing sessions for each student in the Library Lab. The student will sit at one computer to see their Speaking prompts, and the Test Administrator will sit at a different networked computer next to the student to see the Speaking score entry screens, and score the Speaking test for each question.

In this example, the school completes its testing in a total of 5 days.

School Name: Wilson H.S.	School Number: 9876
Tech Coordinator Name: John Doe	School Test Coordinator: Kathy Smith
Number of Computers: 10	Number of students: 5 (all at Level V)

Testing Session #	*Date	*Time	*Location (lab or class)	*Test Admin Name	# of computers	Group # (# of Students Testing Online)	Level Tested (III, IV, or V)	*Domain Tested
Site Setup	2-21-11	8:30-3:30	Library Lab	John Doe (SITC)	10	n/a	n/a	Workstation Testing
1	3-4-11	8:30-9:30	Library Lab	Kate Brown	10	Group 1 (5)	V	Practice test
2	3-7-11	8:30 – 9:30	Library Lab	Kate Brown	10	Group 1 (5)	V	Listening
3	3-8-11	8:30 – 9:30	Library Lab	Kate Brown	10	Group 1 (5)	V	Reading
4	3-9-11	8:30 – 10:30	Library Lab	Mary Green	10	Group 1 (5)	V	Writing
5	3-10-11	8:30 – 9:15	Library Lab	Mary Green	10	Student 1	V	Speaking
6	3-10-11	9:30 – 9:45	Library Lab	Mary Green	10	Student 2	V	Speaking
7	3-10-11	10:00 – 10:45	Library Lab	Mary Green	10	Student 3	V	Speaking
8	3-10-11	11:00 – 11:45	Library Lab	Mary Green	10	Student 4	V	Speaking

9	3-10-11	1:00 – 1:45	Library Lab	Mary Green	10	Student 5	V	Speaking
10 - N	3-14-11	8:30-2:30	Library Lab	Mary Green	10	TBD	V	Make-ups

SAMPLE SCHEDULE 2 - Fewer computers than number of students to be tested online

In this next example, “First Elementary School” has only 5 networked computers available for testing, however they need to test 10 Level III students. In this case, the School Test Coordinator will need to create 2 testing groups for the students, and schedule additional sessions to complete the online testing.

For the group administration tests, Listening, Reading, and Writing, the STC schedules 2 testing sessions per day for the 2 groups, for a total of 6 testing sessions, and will test all students in the 2 groups in the lab on each of the 3 days.

For the Speaking test, the STC will need to schedule 10 individual testing sessions for each student in the Media Lab. The student will sit at one computer to see their Speaking prompts, and the Test Administrator will sit at a different nearby computer to see the Speaking score entry screens, and score the Speaking test for each question. In this model, the school will need 2 days of testing to complete all of the individual Speaking test sessions.

In this example, the school completes testing in a total of 7 days.

District Name: Ethan **District Number:** 5678
School Name: First Elementary. **School Number:** 5432
Tech Coordinator Name: John Black **School Test Coordinator:** Maria Carlos

Testing Session #	*Date	*Time	*Location (lab or class)	*Test Admin Name	# of computers	# of Students Testing Online	Level to be tested (III, IV, or V)	*Domain Tested
Site Setup	2-21-11	8:30-1:00	Lab A	John Black (SITC)/ Maria Carlos (STC)	5	n/a	n/a	Workstation Testing
1	3-4-11	8:30-9:30	Lab A	Mary Green	5	Group 1 (5 of 10 students)	III	Practice test
2	3-4-11	9:45-10:45	Lab A	Mary Green	5	Group 2 (5 of 10 students)	III	Practice test
3	3-7-11	8:30 – 9:30	Lab A	Mary Green	5	Group 1 (5 of 10 students)	III	Listening
4	3-7-11	9:45 – 10:45	Lab A	Mary Green	5	Group 2 (5 of 10 students)	III	Listening
5	3-8-11	8:30 – 9:30	Lab A	Mary Green	5	Group 1 (5 of 10 students)	III	Reading

6	3-8-11	9:45 – 10:45	Lab A	Mary Green	5	Group 2 (5 of 10 students)	III	Reading
7	3-9-11	8:30 – 10:30	Lab A	Mary Green	5	Group 1 (5 of 10 students)	III	Writing
8	3-9-11	9:45 – 10:45	Lab A	Mary Green	5	Group 2 (5 of 10 students)	III	Writing
9	3-10-11	8:30 – 9:15	Lab A	Mary Green	5	Student 1	III	Speaking
10	3-10-11	9:30 – 9:45	Lab A	Mary Green	5	Student 2	III	Speaking
11	3-10-11	10:00 – 10:45	Lab A	Mary Green	5	Student 3	III	Speaking
12	3-10-11	11:00 – 11:45	Lab A	Mary Green	5	Student 4	III	Speaking
13	3-10-11	1:00 – 1:45	Lab A	Mary Green	5	Student 5	III	Speaking
14	3-10-11	2:00 – 2:45	Lab A	Mary Green	5	Student 6	III	Speaking
15	3-11-11	8:30 – 9:15	Lab A	Mary Green	5	Student 7	III	Speaking
16	3-11-11	9:30 – 9:45	Lab A	Mary Green	5	Student 8	III	Speaking
17	3-11-11	10:00 – 10:45	Lab A	Mary Green	5	Student 9	III	Speaking
18	3-11-11	11:00 – 11:45	Lab A	Mary Green	5	Student 10	III	Speaking
19 - N	3-14-11	8:30-2:30	Lab A	Mary Green	10	TBD	V	Make-ups

Note: If your school has additional ELL Staff qualified to administer and score the ELPA Speaking section, and has additional sets of networked computers available for secure and quiet testing, these can be used for the one-on-one sessions and reduce the overall testing schedule.

SAMPLE SCHEDULE 3 - Students in multiple ELPA Levels to be tested online

In this next example, “Brown Middle School” has only 10 networked computers available for testing, but needs to test 5 Level III students, and 5 level IV students. In this case, the School Test Coordinator will need to create two testing groups for the students and schedule different sessions to complete the online testing for each level student group.

For the Practice Test, this school can schedule the two different groups of students in the same practice session since the Practice Test is for students of any level.

For the group administration tests, Listening, Reading, and Writing, the school chooses to schedule 2 testing sessions per day for the 2 groups, for a total of 6 testing sessions, and will test all students in the 2 groups in the lab on each of the 3 days.

For the Speaking Test the school will need to schedule 5 individual testing sessions for each student in the Lab B, and since they have 2 additional networked computers in the Library, and an additional ELL staff qualified to score the Speaking Session, they also schedule 5 individual sessions to cut down the testing days. The student will sit at one computer to see their Speaking prompts, and the Test Administrator will sit at a different nearby computer to see the Speaking score entry screens, and score the Speaking test for each question.

In this example, the school completes its testing in a total of 6 days.

District Name: Ethan**District Number:** 5678**School Name:** First Elementary.**School Number:** 5432**Tech Coordinator Name:** Pete Smith**School Test Coordinator:** Lori Allen

Testing Session #	*Date	*Time	*Location (lab or class)	*Test Admin Name	# of computers	# of Students Testing Online	Level to be tested (III, IV, or V)	*Domain Tested
Site Setup	2-21-11	8:30-3:30	Lab B	Pete Smith (SITC)/ Lori Allen (STC)	10	n/a	n/a	Workstation Testing
1	3-4-11	8:30-9:30	Lab B	Edith Franks	10	Group 1 (All 10 students)	III & IV	Practice test
2	3-7-11	8:30 – 9:30	Lab B	Edith Franks	10	Group 1 (5 Level III students)	III	Listening
3	3-7-11	9:45 – 10:45	Lab B	Edith Franks	10	Group 2 (5 Level IV students)	IV	Listening
4	3-8-11	8:30 – 9:30	Lab B	Edith Franks	10	Group 1 (5 Level III students)	III	Reading
5	3-8-11	9:45 – 10:45	Lab B	Edith Franks	10	Group 2 (5 Level IV students)	IV	Reading
6	3-9-11	8:30 – 10:30	Lab B	Edith Franks	10	Group 1 (5 Level III students)	III	Writing
7	3-9-11	10:45 – 12:45	Lab B	Edith Franks	10	Group 2 (5 Level IV students)	IV	Writing
8	3-10-11	8:30 – 9:15	Lab B	Edith Franks	2	Student 1	III	Speaking
9	3-10-11	9:30 – 9:45	Lab B	Edith Franks	2	Student 2	III	Speaking
10	3-10-11	10:00 – 10:45	Lab B	Edith Franks	2	Student 3	III	Speaking
11	3-10-11	11:00 – 11:45	Lab B	Edith Franks	2	Student 4	III	Speaking
12	3-10-11	1:00 – 1:45	Lab B	Edith Franks	2	Student 5	III	Speaking
13	3-10-11	2:00 – 2:45	Library	Mary White	2	Student 6	IV	Speaking
14	3-10-11	8:30 – 9:15	Library	Mary White	2	Student 7	IV	Speaking
15	3-10-11	9:30 – 9:45	Library	Mary White	2	Student 8	IV	Speaking
16	3-10-11	10:00 – 10:45	Library	Mary White	2	Student 9	IV	Speaking
17	3-10-11	11:00 – 11:45	Library	Mary White	2	Student 10	IV	Speaking
18 - N	3-14-11	8:30-2:30	Lab A or Library	Edith Franks/ Mary Green	10	TBD	V	Make-ups